



**THIS POSITION IS EXEMPT FROM CIVIL SERVICE**

**NOTE**

OFM is a non-represented agency.

**MAILING ADDRESS**

Office of Financial Management  
Employee Services  
P.O. Box 43127  
Olympia, WA 98504-3127

**FAX**

360-586-0051

**EMAIL**

[ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)

**WEBSITE**

<http://www.ofm.wa.gov>

**EMPLOYEE BENEFITS**

Washington state offers a competitive benefit package that includes vacation and sick leave; health, life, and disability insurance; retirement; social security; and leave for military service.

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons needing accommodation in the application process, or this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device 711 relay.

# **STATE OF WASHINGTON**

## **OFFICE OF FINANCIAL MANAGEMENT**

### **LABOR RELATIONS NEGOTIATOR**

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**SALARY** The range of consideration for the entry salary is \$89,392 - \$101,192 annually, plus benefits.

**LOCATION** Olympia, Washington

**OPENS** August 25 2015

**CLOSES** The announcement is open until the position is filled. If you have applied for a previous Labor Negotiator position and are interested in this position, please re-apply.

**The top candidates will be invited to an interview to determine the finalists for this position. Since the selection will be based on information provided by the candidates, it is in the candidate's best interest to address the mandatory and desirable qualifications of the job as they apply to their knowledge, skills, and abilities.**

### **OVERVIEW**

The Office of Financial Management (OFM), State Human Resources Office, Labor Relations Section is responsible for the negotiation and administration of all state general government and some higher education collective bargaining agreements, as well as agreements with several large non-employee bargaining groups.

The OFM Labor Relations Section has (1) opening for the position of Labor Relations Negotiator.

The position serves as a lead negotiator responsible for developing and implementing Washington State Government labor relations and collective bargaining policy and strategy.

Duties and responsibilities include but are not limited to:

As the governor's designee, negotiate comprehensive labor contracts between Washington State and exclusive representatives.

Conduct comprehensive research and analysis in labor relations law, trends and best practices as well as in support of labor negotiations.

On behalf of state agencies/institutions, conduct labor relations activities with exclusive bargaining representatives

Advise, train, and consult with agency/institution managers and labor relations staff on state labor relations policy, interpretation and application of collective bargaining agreements

Create and deliver training to agency personnel in the areas of labor relations and

contract administration.

Participate in the development and administration of state labor relations policies and strategies that ensure consistency and uniformity

Represent the State on issues brought forward to the Public Employment Relations Commission, independent grievance arbitrators and interest arbitrators.

## DESIRABLE QUALIFICATIONS

The ideal candidate will have:

Bachelor's degree or above in human resources, business or public administration, or related field and five years of labor relations experience in government or private organizations, ideally three of which should be at a lead or senior level. A combination of private sector and public sector experience as a lead negotiator is highly desirable, as well as a knowledge of Washington state human resources management.

Knowledge/Skills/Abilities:

- Expert knowledge of labor contract negotiation practices and strategies, including practices and strategies necessary in challenging negotiations.
- Advanced knowledge of labor relations principles and practices; labor and employment law, including case law and relevant arbitration awards;
- Advanced knowledge of principles and practices of effective human resource management;
- Strong analytical and organizational skills;
- Ability to work independently, yet able to lead teams and function as a part of a team;
- Commitment to customer service and public service;
- Ability to deliver training to a variety of audiences;
- Actively support a Lean culture of continuous improvement
- Excellent communication skills in dealing with complex issues;
- Competency in office technology, i.e., Microsoft Word, Excel, etc.

## PROCESS

Interested applicants should submit the following:

- (1) A letter of interest, describing specific qualifications for the position;
- (2) A current resume, detailing experience, education, and current salary;
- (3) A list of at least three professional references with current telephone numbers
- (4) Five year salary history; and
- (5) Personal Data sheet [www.ofm.wa.gov/jobs/datasheet.doc](http://www.ofm.wa.gov/jobs/datasheet.doc)

Please send completed application packets by mail, fax, or email to:

Office of Financial Management  
Employee Services  
PO Box 43113  
Olympia, WA 98504-3113  
Fax: 360-586-0051  
Email: [ofmhr@ofm.wa.gov](mailto:ofmhr@ofm.wa.gov)